



**Tennessee Rehabilitative
Initiative in Correction**

**Please send salary
requirements with resume
and/or application.**

Website:

www.TRICOR.org

Email:

TRICOR.HumanResources@tn.gov

**For more information contact
Nikki Turner at 615.741.1843**

Central Office Location:

**TRICOR
Patricia Weiland Workforce
Development Center**

**6185 Cockrill Bend Circle
Nashville, TN 37209**



**All State of Tennessee facilities are
smoke free environments.
The State of Tennessee is an equal
opportunity, equal access,
affirmative action employer.**

TRICOR BUYER PLANNER

Location: TRICOR Central Office

Salary \$35,000 - \$37,000 Annually

Benefits:

Health Insurance	Incentive Plan (subject to plan criteria)
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
401K & Retirement Pension Plans	Employee Learning & Development

TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.

Job Description: The Buyer Planner is responsible for the procurement of supplies, services and capital equipment for TRICOR. This position has the responsibility to obtain an optimal balance between cost, quality delivery and service while effectively managing the inventory levels of raw materials. This position reports to the TRICOR Purchasing Manager.

Primary Responsibilities:

- Make procurement recommendations utilizing weekly MRP reports and gathered information from the plants for final purchase recommendations to the Purchasing Manager.
- Complete and accurate processing of purchase requisitions items by obtaining supplier bids and order confirmations for item description, cost, and lead-time.
- Review procurement requests and purchase orders for conformance to company policy.
- Work with staff and vendors as required to ensure supply needs are met prior to and during production by reviewing weekly open order reports.
- Attend, participate and present at purchasing meetings and weekly manager production meetings by providing status of purchase requisitions, reporting suppliers concerns and any other pertinent information that could affect production ability.
- Review work processes and purchasing reports to ensure systems data is correct.
- Establish new or modify existing products by gathering vendor product specifications, soliciting bids, documenting bid evaluation summaries, cost, delivery, warranty information, requesting samples in solicitation files all to result in the ability to procure raw material, equipment, and expense items.
- Hold supplier reviews to discuss the contractual agreements for raw materials, supplies, and services including performance of delivery, cost and quality and to establish improvement goals to correct any deficiencies; and by sending out quarterly report cards.
- Identify, analyze and evaluate vendor capabilities to develop new sources. Issue and summarize the solicitation and make a recommendation for contract award. Prepare contract documents.
- Performs other related duties as assigned.

Education, Experience and Qualities:

- College degree preferred or a minimum of 2 years purchasing experience in a manufacturing environment.
- Hands on experience with MRP related software.

Key Competencies:

Ethics, Integrity, Multi-Tasking, Time Management, Organizational Skills, Critical Thinking, Decision Making, Process Management, Team Oriented, Detail Oriented, Results Oriented, Customer Focus, Verbal/Written Communication, Problem Solving and Active Listening.